

## Technology Services Donation Guidelines

Here are a few notes that will make the donation process as simple and easy as possible.

- All technology donations, **excluding monetary**, should come to Technology Services at the Woodside facility, 18367 8<sup>th</sup> Avenue South, Burien.
- If you are contacted about taking/receiving a technology donation, we recommend you refer them directly to Technology Services at Woodside. They can be contacted by phone **(206)631-3013** or through our ticketing system <http://ehd/>.
- Donors may choose to remain anonymous.
- Donors may select a specific school or teacher to give the donation to.

The Department of Technology Services will determine whether a particular brand or model is acceptable. **All donated equipment must be delivered to the Technology Services Woodside facility for inspection and appropriate upgrades before being delivered to a building or department.** As part of the inspection and upgrade process donated equipment will be entered into district inventory and tagged. Any equipment not inspected or accepted by the District will not be allowed on district networks.

Any additional installation costs (*power cords, outlets, etc.*) are the responsibility of the school/building the donation was given to or requested by.

Recommended donation devices. All other devices will be reviewed on a case by case basis.

Chromebook	iPad	Windows Devices
<ul style="list-style-type: none"> <li>• Screen size 11" or larger</li> <li>• Intel Processor</li> <li>• Minimum of 4GB Memory</li> <li>• Minimum of 16GB Solid State Drive</li> <li>• Power adapter</li> <li>• ChromeOS Management Service Edu license</li> <li>• Most current model possible (Google stops guaranteeing updates after 6 years from model release date.)</li> </ul> <p>Highline Technology Department recommends the HP Chromebook 14 G5 and the HP Chromebook 11 G6 EE</p>	<ul style="list-style-type: none"> <li>• Full size iPad</li> <li>• At least 32GB of storage.</li> <li>• iPad 4 or newer.</li> </ul> <p>Highline Technology Department recommends the Apple iPad (6<sup>th</sup> generation) WiFi 32GB.</p>	<ul style="list-style-type: none"> <li>• Laptops &amp; Desktops               <ul style="list-style-type: none"> <li>○ A version of Windows installed on device</li> <li>○ Minimum of 4GB Memory</li> <li>○ Minimum of 128GB Hard Drive</li> <li>○ Power adapter</li> </ul> </li> <li>• Surface               <ul style="list-style-type: none"> <li>○ Surface Pro 3 or newer</li> <li>○ Power adapter</li> </ul> </li> </ul>